

IN-PERSON

Loan Assistants and Loan Processors Workshop

This seminar is designed to provide lending knowledge and administrative effectiveness of one of the most important positions in a community bank's lending staff – the loan assistant/loan processor. All of the objectives of this program are directed at increasing the performance effectiveness of these individuals.

Lending Resources will include:

- Lending risk management and regulatory websites.
- Sample loan documentation.
- Sample loan policy narrative.
- Sample credit administration guidelines.
- Sample loan underwriting guidelines and documentation procedures.
- Sample loan closing checklists.
- Sample post-closing loan review format.

ABOUT THE INSTRUCTOR



Adam Trower is an engaging and detailed graduate bank school instructor. He has spent eighteen years in a Community Bank working his way up from Loan Officer to Senior Vice President and Director. He has spent the last five years working with the Missouri Bankers School of Bank Management. His style of teaching blends modern technology and principles with an old-fashioned customer service focus. While his banking experience has been primarily focused on lending, asset/liability, and management he has worked on projects in almost every area of banking. This broad knowledge presents students with a unique perspective on how their specific roles affect the whole organization.

WHEN

February 27, 2024
9:00 a.m. - 4:00 p.m.

WHERE

Arkansas Bankers Association
1220 W. Third Street
Little Rock, AR 72201

SEMINAR TOPICS

- The loan assistant's primary role in loan origination and bank profitability.
- The loan assistant's role in developing and maintaining effective, working partnerships with lenders.
- The loan assistant's role in regulatory safety & soundness operations and compliance with federal lending regulations.
- A review of the primary loan documentation for consumer, residential and small business loans.
- A variety of lending resources to increase the lending knowledge of loan assistants.

WHO SHOULD ATTEND?

Loan assistants and loan processors, credit administration supervisors, and other members of the bank's loan support staff with credit administration responsibilities



Arkansas Bankers Association | Professional Development Department

1220 West Third Street | Little Rock, Arkansas 72201 | (501) 376-3741 | www.arkbankers.org

REGISTRATION FEES

ABA Members:

Early Registration Price: \$340; After January 30: \$390

Non-Members:

Early Registration Price: \$680; After January 30: \$780

HOTEL INFORMATION

This event will be held at the Arkansas Bankers Association. Should you need a hotel room reservation, a Local Negotiated Rate (LNR) has been reserved for your convenience at the following hotels. The LNR is based on hotel availability, and you are responsible for all hotel room charges.

Hilton Garden Inn Downtown | (501) 244-0044
Group Rate: \$122 | Corporate Account Code: 3197385

Downtown Marriott Little Rock | (501) 906-4000
Group Rate: \$169 | Group Code: A5698

CANCELLATION

Full registration fees will be refunded if a cancellation is received before February 13. No refunds will be given for cancellations made after February 13. All cancellations must be submitted in written format prior to the event.

MORE INFORMATION

- Registration will begin at 8:30 a.m. on February 27.
- Dress for the seminar is business casual. To ensure your comfort, please bring a jacket or sweater.
- If you have any special dietary requests, please contact the ABA Professional Development Department at (501) 376-3741.
- By attending an ABA event, you are consenting to the ABA taking and using your photograph and name for use in its marketing or promotional materials, news publications or website.

INCLEMENT WEATHER POLICY

Cancellations due to inclement weather are refundable. If you have questions concerning the status of an ABA program due to inclement weather, please call (501) 376-3741 or visit www.arkbankers.org for further information.

LOAN ASSISTANTS AND LOAN PROCESSORS WORKSHOP

FEBRUARY 27, 2024

Bank/Company Name _____ Phone _____

Registrant Name _____ Title _____ E-mail _____

Registrant Name _____ Title _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Registration Contact _____ Phone _____ E-mail _____

PAYMENT INFORMATION

Charge my: Mastercard  Visa  American Express  Discover 

Account Number _____

Name on Card _____

Expiration Date _____ CSC Number _____

(3-digit security code on back of your card)

Billing Zip Code _____

If you would prefer to pay via credit card over the phone, please call the ABA at (501) 376-3741. Please do not email your credit card information.

Note: Non-Members must pay with a credit card or check prior to the event.

Email: abigail.johnson@arkbankers.org

Fax: (501) 376-9243

Mail: Check Payable to:
Arkansas Bankers Association
Professional Development Department
1220 West Third Street
Little Rock, AR 72201

ABA USE ONLY:

Registered: _____

Amount: _____

Received: _____